

MACOUPIN COUNTY BOARD OF HEALTH

Minutes for April 17, 2024, 6:00 p.m.

- I. Call to Order – Roll Call 6:11pm
 - a. Board Members Present: Mike Barnard, Chaz Swearingen, Nikki Ray, Suzanne Stayton, Leann Barr, Dr. Michael Levora, Dr. Thomas Hatley, Sean Rees
 - b. Board Members Absent: Dr. Therese Polo
 - c. Staff present- Lori Sanson, Samantha Thomas, Gary Ross, Becky Hatlee, Christy Blank
- II. Recognition of the Public- None
- III. Reading and Approval of March 20, 2024 minutes
 - a. Dr. Thomas Hatley motioned. Sean Rees second. Motion carried
- IV. Financial Status – Approval of Bills
 - a. Discussion of Current Financial Situation
 - a. Public Health: Beginning balance \$502,733.95 - Ending balance \$365,336.04
 - b. Transportation: Beginning balance \$823,315.48 - Ending balance \$979,705.33
 - c. WIC: Beginning balance \$6,307.65 - Ending \$2569.05
 - d. Community Care: Beginning balance \$639,332.28 - Ending balance \$832,424.50
 - e. MCHC, Inc.: Beginning balance \$7,396.58 - Ending balance \$7,396.58
 - f. USDA: Beginning balance \$ 14,724.19 - Ending balance \$18,382.61
 - g. Total cash assets: \$2,816,227.14
 - h. Mike Barnard motioned. Leann Barr second. Motion carried.
 - b. Grant Renewals – Budget Approval – Listing of all current grants provided with a list of upcoming renewal dates.
- V. Administrator’s Report
 - a. Health Center Productivity Reports
 - a. Increase in appointments in March. We had another counselor leave and we need to pause on new patients for counseling, until we can hire more staff.
 - b. UDS Review-Utilization Review of Patients per discount pay class and patient area served
 - a. Reviewed Primary Medical Coverage breakdown, Zip Codes-4367 patients, social determinants of care, and total number of unduplicated patients served. Working on quality initiative to increase the accuracy of demographic/insurance information.
 - c. Review of Building Projects and Transportation Projects
 - a. Flooring in Oakland is done, painting is redone. Oakland can be removed from list due to completion.
 - b. Gillespie Lot - all permits obtained from City of Gillespie, project proceeding forward. Will have exact timeline dates at May meeting.
 - c. Transportation Building- continuing to work with IDOT- movement but slow
 - d. QI/QA/Risk Management minutes/Risk Management
 - a. Cervical and colorectal cancer screening review
 - b. Patient surveys for dental in March were good
 - c. Multiple falls from distracted employees occurring on the outside/sidewalks at Illinois Ave. Working to eliminate any future falls.
 - d. De-escalation- behavioral health patients are still showing aggression

- e. Suicidal and homicidal ideation phone calls from patients- refresh protocol and procedure
 - f. Sean Rees motioned. Mike Barnard second. Motion carried

- VI. Credentialing and Privileging
 - a. Kaitlyn Warren- Medical assistant
 - i. Sean Rees motioned. Chaz Swearingen second. Motion carried.

- VII. WIC, HFI, Health Educator and Environmental updates
 - a. WIC- numbers still trending down, we are preparing to analyze and improve this service.
 - b. Health educator- Bailey Jarman has reached 1277 students through her Health Education Outreach in March. Topics vary from puberty, safe touch, drug free, etc. Multiple school districts requesting her services.

- VIII. Old Business – buildings for sale, Dry Vacuum at Morgan Street
 - a. 118 W Chestnut and 112 S. Macoupin still for sale
 - b. Cash Offer for \$10,000 received for 118 W Chestnut. Counteroffer of \$30,000 given. Mike Barnard motioned. Dr. Thomas Hatley second. Motion carried.
 - c. Dry vacuum- we will keep the old vacuum as a backup.

- IX. Review of Grants – Changes, updates and new
 - a. START- pregnant and post partum persons and families- we meet requirement for fatal overdoses
 - b. Firearm safe storage through IDPH- gun safe distribution and gun locks, education provided also. We have done this before and it was received well
 - c. BASE- reduce and prevent substance use, stigma, harm
 - d. RCORP impact grant- supports opioid treatment and recovery services in rural communities- expansion of the RCORP program, collaboration with other counties- Jersey, Greene and Calhoun to provide linkage
 - e. Sean Rees motioned to apply for all grants. Dr. Thomas Hatley second. Motion carried

- X. New Business
 - a. Job Descriptions
 - a. Removal of “ability to lift up to 50lbs is required” for MCPHD job descriptions
 - i. We will keep lifting requirement for the follow jobs only Driver, Courier Driver, Janitor, Maintenance Supervisor, Public Health Emergency Management Coordinator and Co-Coordinator, Transportation Program Director, Transportation Program Coordinator, and Transportation Program Operations Manager.
 - ii. Nikki Ray motioned. Sean Rees second. Motion carried.
 - b. Dexis Server Replacement at Maple Street needed - Warranty Expired June 2023
 - a. This server houses dental imaging for all locations. System quit taking updates- quote from Illini Tech for \$6,799.00 for replacement
 - b. Mike Barnard motioned. Dr. Thomas Hatley second. Motion carried
 - c. 2025 FHN Rate Increase
 - a. Monthly dues \$16,179.58 for 2024. Dues increasing to \$17,270 for 2025, split between fewer member for next year
 - d. Board Member Application

- a. Still working on this to fulfill the housing position. Reach out to Dionne Wyatt and ask if she wants to rejoin board.
- e. Policy Review and Approval
 - a. Recruitment and referral bonus- change policy to 90 days within leaving to paying 100% and only give it to this employee after 6 months of employment, which is completion of employment
 - i. Mike Barnard motioned. Leann Barr second. Motion carried.
 - b. Inclement weather- system of alerting staff is poor. National weather service for inclement weather, local meteorologists for all clear
 - i. Leann Barr motioned. Mike Barnard second. Motion carried
 - c. Written dental waterline maintenance policy
 - i. Sean Rees motioned. Chaz Swearingen second. Motion carried.
- f. Staff vacancies
 - a. Decrease in current vacancies
 - b. Assistant clinical director needs to be filled ASAP
 - c. PA/NP position posted
 - d. Counseling team- need LCSWs and LCPCs
- g. Employee - Anna Kavish- nonissue due to change in job descriptions
- h. Personnel Requests/Resignations/Evaluations
 - a. FMLA for Katy Evans, dental hygienist
 - b. Intermittent FMLA for JoEllen Juenger, PMHNP
 - c. Mike Barnard motioned to approve both. Chaz Swearingen second. Motion carried.
 - d. Jaclyn Barnhouse NP resignation
 - e. Jessica Thomas resigned
 - f. Taylor Lamb was approved for 14 days of unpaid leave since she does not qualify for FMLA
 - i. Sean Rees motioned. Dr. Thomas Hatley second. Motion carried.

XI. Executive Session – Personnel 7:20pm

- a. Leann Barr motioned to enter executive session at 7:20pm. Sean Rees second. Motion carried.
- b. Sean Rees motioned to exit executive session at 8:08pm. Dr. Thomas Hatley second. Motion carried.
- c. LCSW wage increase \$43/hr. effective 4/22. for existing and new hire range to \$40-45/hr. depending on experience.
 - i. Sean Rees motioned. Dr. Thomas Hatley second. Motion carried.

XII. Next Meeting Date – Wednesday, May 15, 2024 at 6:00 p.m.

- a. Meeting adjourned. Sean Rees motioned. Dr. Thomas Hatley second. Motion carried.

MISSION STATEMENT
OF THE
MACOUPIN COUNTY PUBLIC HEALTH DEPARTMENT

The Macoupin County Public Health Department believes that good health is a valuable right for all individuals, groups, and the community. We are dedicated to serve and work with the people in the community to prevent disease, to promote wellness and to protect the health of the residents of Macoupin County.